

Request a One-Time Payment: Reward and Recognition

03.25.15

Overview: A request for a one-time payment can be submitted by any worker's manager. Once the one-time payment request is entered in FermiWorks, the request will follow the approval chain and then be sent to Payroll for processing.

1. On the FermiWorks Home page, click **Compensation > One-Time Payment**.
2. Read the Help Text and review the R&R policy. This policy contains the specific criteria that must be included in the 'Additional Information' field (in the Payment Details section below) to justify the R&R.
3. Select the appropriate **Effective Date**. Enter today's date. This date begins the request for the R&R payment.
4. Type the **Employee** name.
5. Click Prompt > All Plans > Reward and Recognition for the **One-Time Payment Plan**.
6. Click **OK**.
7. Enter the **Employee Visibility Date**. This is the date this payment displays in the employee's FermiWorks account. Check the R&R payroll date table from Payroll to determine the date the check will be processed. Enter a date at least one month after the R&R check is processed.

NOTE: R&R Processing Dates – Checks are due the third Friday of the month. They are processed the Wednesday before that. If approvals are not in FermiWorks that morning, the check will be processed the next month.

8. Click Prompt, drill down and select One-Time Payment > Reward and Recognition (R&R) > Reward and Recognition (R&R) for the **Reason**.

Current Organizational Assignments

The Cost Center displays under the Current Organizational Assignments heading. This is the employee's current supervisory organization project/task code that will be charged for this amount. If the project/task code is incorrect, enter the correct project/task code in the Worktags field in the Payment Details section.

Payment Details

1. Enter the recommended **Amount**. Enter the actual amount the employee will receive. Division Administrators will continue to maintain their own spreadsheet listing gross amounts.

NOTE: This is a required field. Enter the recommended amount. This amount can be changed by your manager.

2. Verify the **Currency** is USD. The currency **MUST** be USD.

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The range for R&Rs is \$100.00 to \$1,000.00. An error displays if the amount entered is over \$1,000.00.

- Copy the Cost Center (project/task code) listed under the Current Organizational Assignments heading to charge this payment in the **Worktags**. If this is not the correct Cost Center (project/task code), click Prompt and enter the first two numbers of the appropriate Cost Center (project/task code). The list is too long to search without entering search criteria. Select the appropriate Cost Center to charge this amount.
- Enter the criteria from the R&R form to detail the justification for the R&R award in the **Additional Information** field. Include the criteria number(s) and specify the employee's actions to justify the award. Enter the appropriate project/task code if different than the project/task code listed under Current Organizational Assignments. Include name and extension of the D/S/C Reward and Recognition Fund Administrator who will pick up the check from Payroll.
- Verify the **Send to Payroll** check box is checked. This check box **MUST** be checked.
- Click **Submit**.

The process must now be approved.

ACTION	RESULT	COMMENTS	
Approve	The process is approved	The process is approved	
 Deny	Deny the process		Do not click Deny. This deletes the entire process. The business process must be re-entered
Send Back	Send Back to the initiator with comments in the Send Back – Reason field	When initiator receives the Action in the inbox, the reason displays above the Submit/Save for Later/Cancel buttons	
Cancel	Discard Changes or Continue Editing Window displays	Discard Changes – all entries are deleted	Continue Editing Click Revise to continue process



A process should never be denied. This requires the entire process to be re-entered in FermiWorks. Enter a comment and click send back to the requester instead.

NOTE: If the approver makes any changes and sends back the one-time payment request, note the change made in the Comment field so the change can be easily identified.

A To Do displays in the Manager's Inbox to Discuss Compensation Change with Employee.

- After the Manager completes this step, a **Comment** is required to confirm the conversation.
- Click **Submit**.

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3. Click **Done**.

View One-Time Payment Status

1. Open your FermiWorks Inbox.
2. Click **View Inbox**.
3. Click the **Archive** Tab.
4. Click the **One-Time Payment** Action.
5. Click the **Process** tab.
6. Review the Status and Person columns to see the status.